

PERFORMING ARTS GRANT PROGRAM
**Performance Venue – Letter of Intent**

The Culver City Performing Arts Grant Program requires organizations applying for a grant to provide dates and locations of proposed performances. This form must be completed, signed, and included as a PDF attachment with the submitted grant application. Please include all the information requested below.

You may use this template. Or you may include the same information in an email or on venue letterhead.

APPLICANT AND PROJECT

Name of Applicant Organization:

Project Title and Performance Dates:

VENUE INFORMATION

Name of Venue:

Venue Contact – Full Name and Title:

Venue Telephone Number:

Venue Email Address:

Are performance dates confirmed or tentative?

Signature of Venue Representative (digital signature accepted):

All events must take place in an ADA-compliant building, facility, or location that meets **one or more**of the following criteria:

* wholly or partially located within Culver City;
* under the purview of the City of Culver City; or
* is assigned a USPS zip code in 90230 or 90232.

The venue and producer must obey all occupancy, safety, and health regulations from City of Culver City, City of Los Angeles, County of Los Angeles, and State of California.

The Grantee will be responsible for the venue contract. This Letter of Intent form is only to provide information for the grant review process. Applicant organizations and venue operators are strongly urged to develop a mutual agreement or contract.

UPLOAD THE SIGNED FORM AS PART OF YOUR GRANT APPLICATION.
Questions: cultural.affairs@culvercity.org or (310) 253-5772